



Instructions, Rules, and Regulations  
For  
Electrical Apprentices

*Inside Wireman/Commercial*

*Revised March 2022*

**ELECTRICAL TRAINING ALLIANCE OF SILICON VALLEY**  
**INSTRUCTIONS, RULES AND REGULATIONS FOR ELECTRICAL APPRENTICES**

Revised March 2022

**Electrical Training Alliance of Silicon Valley (ETA-SV)**

The ETA-SV is a group composed of an equal number of labor and management members. Acting in an advisory capacity only are the Training Director, one representative from the school department (Foothill College), and one representative from the State apprenticeship office (DAS – Division of Apprenticeship Standards). This committee meets on the fourth Monday of every month. They govern the training of all apprentices, check record books, review attendance and grades and grant wage increases. It is within their power to withhold wage increases and dispense whatever disciplinary action is deemed necessary.

**Acceptance Into The Apprenticeship**

The applicant, having passed the required tests and having been accepted into the apprenticeship program, signs an Apprenticeship Agreement (DAS-1). An apprentice is expected to perform the work required on-the-job, to attend school as scheduled and without compensation for attendance, maintain satisfactory grades, and comply with all other requirements of the program. Classes may be scheduled on evenings, weekends or a combination depending on scheduling needs as determined by the Training Director.

**ETA-SV Rules**

These rules have been established as guidance to allow the apprentice to navigate their apprenticeship successfully. These rules are based upon the National Apprenticeship Standards and are administered at the discretion of the Training Director. Although a graduated form of discipline is in order, gross infractions do not require the lesser of disciplinary actions be followed.

**APPRENTICESHIP REQUIREMENTS**

**Classroom Instruction**

Apprentices shall satisfactorily complete a minimum of 186 hours of related and supplemental instruction (school) per year during the 5-year Apprenticeship for a total of 930 hours. Time spent in related instruction shall not be compensated unless first authorized by the ETA-SV

**On-the-Job Training (OJT)**

Apprentices shall complete at least 8000 hours of OJT in order to meet the requirements of the Apprenticeship.

**Supervision**

The ETA-SV requires that apprentices work with, and under the immediate supervision of a qualified journeyman who will devote the necessary time and interest to the apprentice's training. A qualified journeyman is a worker who has passed the I.B.E.W. examination or completed an apprenticeship program for the work in which the apprentice is being supervised. Per the CBA an Apprentice who "has satisfactorily completed the first four years of classroom training using the ETA-SV Curriculum and who has accumulated a minimum of 6500 hours of OJT with satisfactory performance shall be permitted to work alone on any job site and receive work assignments in the same manner as a Journeyman Wireman."

**First Aid and CPR Training**

It shall be the responsibility of each apprentice to receive training in and maintain current cards for First Aid and CPR. All apprentices shall receive training in First Aid and CPR in addition to regular class work. The First Aid and CPR training shall be completed in the first six months of apprenticeship and renewed as required to maintain current First Aid and CPR cards. Failure to maintain current First Aid and CPR certification will result in disciplinary action and wage increase revoked or withheld a full sixty (60) days after due date.

**Sexual Harassment Training**

Apprentices are required to complete a State of California approved Sexual Harassment training every two years, and are responsible for staying current. A NECA contractor, or other State of California approved training of one-hour will also be acceptable with a certificate of completion provided to the ETA-SV for our records. Failure to maintain this certification will result in Penalty Day(s) and/or raises withheld or revoked for 60 days.

**Apprentice On-line Work Hours (Blue Book) & Employer Evaluation**

Each apprentice is required to maintain a record of their work hours through the on-line portal. Apprentices will receive written instruction on how to properly enter the on-line hours. Regular and timely submission of these hours is required on a monthly basis before any wage increase is granted. Hour submittals must be entered as specified on the "Hours" Tab by the 7th day of the following month within the Apprentice Portal. Apprentices who fail to properly enter their hours by the 7th day of the following month will be given a written warning. If they do not comply within the time-frame given they will be removed from the job and will be required to report to the ETA-SV to enter their hours under the direction of the ETA-SV

For each Apprentice a confidential report of progress on-the-job shall be supplied to the employer on a monthly basis or as needed based on ETA-SV discretion, via the on-line portal. The apprentice evaluation will be entered in step with the on-line work hour's submission. The purpose of this report is to evaluate the apprentice's progress for on-the-job training and job performance. If any apprentice has below average or unsatisfactory marks in any of the categories, they will be subject to review. Wage advancements will be withheld until the employer returns the evaluation to the ETA-SV.

### **Required Tools**

An apprentice shall be required to have a full tool kit listed in the Inside Wireman's Agreement in order to advance to the third pay period. The "Inside Wireman Tool List" form provided by the ETA-SV must be verified and signed by the employer and turned into the Training Director before advancing to the third pay period.

### **Change of Address**

The apprentice is solely responsible to provide up-to-date contact information (address, email and phone numbers) to the ETA-SV and the Union Hall at all times. The primary method of communication between the ETA-SV and Apprentices is email. Apprentices are required to check their email every day. Failure to respond to or be aware of email notification from the ETA-SV is a punishable violation.

### **Probation**

An apprentice must complete 2000 hours of on-the-job training **and** one year of school with satisfactory grades and job performance evaluations **within the Inside Program** to complete the probationary period. Any probationary apprentice may be dropped for any reason during their probationary period. All probationary apprentices are required to have their on-line work hours and evaluations submitted to the on-line portal at the proper intervals on a monthly basis.

### **Rotation**

All rotations shall be at the discretion of the ETA-SV. Apprentices may be rotated at any time during the course of their apprenticeship depending on the economic condition and availability of work among the various contractors in our local. Apprentices will accept all Training Assignments without exception.

If upon checking the "Blue Book" hours, and the ETA-SV should find that an apprentice is not getting the proper training or is spending too much time on any one phase of the work, and the present employer is unable to supply work in other processes, the apprentice shall be rotated to another shop. If an apprentice finds too much time is being spent on any one phase of work, the apprentice shall bring this to the attention of the ETA-SV through the Apprentice Coordinator's office.

If an employer is unable to give an apprentice the needed varied work or has had the apprentice too long, both the employer and the apprentice will be notified by the ETA-SV, and the apprentice shall report to the ETA-SV for rotation.

### **Training Assignments**

The ETA-SV is responsible for assigning apprentices for training. An Apprentice shall contact the ETA-SV if being asked to stay home by an employer due to lack of work. If an Apprentice is held on an employer "waiting list" for prolonged periods, the Apprentice may be subject to disciplinary action by the ETA-SV.

Apprentices should notify the Training Director or the Union of job conditions that need correction. An Apprentice shall not quit their training assignment. An Apprentice who quits an assignment shall be disciplined and subject to appear before the Committee.

If an Apprentice is laid-off or terminated, the Apprentice shall immediately notify the ETA-SV and submit as soon as possible the release paperwork provided by the employer. The Apprentice may be directed to report to the Union to sign the Out-of-Work list. Training assignments will be at the discretion of the Apprentice Coordinator.

An Apprentice shall not work for, nor with relatives until they are in their last pay period.

### **Transfer**

No transfer of apprentices into this ETA-SV program will be considered until they meet this ETA-SV's entrance requirements.

### **Geographical Jurisdiction**

No apprentice shall travel outside the jurisdiction of this ETA-SV in the performance of work process hours. Employers shall assign apprentices to jobs in this ETA-SV's jurisdiction only; except at the direction of the Committee. If an Apprentice is asked to report to a job site outside the jurisdiction, the apprentice shall contact the ETA-SV for direction.

### **Wage Increases**

All Apprentice records will be reviewed for a wage increase approximately each six-month period starting with the date of indenture, in accordance with the apprentice wage schedule.

(Ten Periods)	Percent of Journeyman Rate	OJT Hours	Related Training
1	45%	0	N/A
2	50%	1000	Completion of 1 <sup>st</sup> Semester, <b><i>CPR</i></b>
3	55%	2000	1 <sup>st</sup> Year School Completed, <b><i>Tool List</i></b>
4	60%	2750	Completion 1 <sup>st</sup> Semester-2 <sup>nd</sup> year
5	65%	3500	2 <sup>nd</sup> Year School Completed
6	70%	4250	Completion 1 <sup>st</sup> Semester-3 <sup>rd</sup> year
7	75%	5000	3 <sup>rd</sup> Year School Completed
8	80%	5750	Completion 1 <sup>st</sup> Semester-4 <sup>th</sup> Year
9	85%	6500	4 <sup>th</sup> Year School Completed
10	90%	7250	Completion 1 <sup>st</sup> Semester-5 <sup>th</sup> Year
Completion	100%	8000	5 <sup>th</sup> Year School Completed

No wage increase will be issued until period process hours have been completed and supporting “Blue Book” hours and Employer Evaluations have been submitted to the on-line portal. Apprentices will not advance until they have completed the corresponding semester of school with satisfactory grades (see wage schedule), and current CPR/FA certification. When the apprentice has qualified for advancement, he/she must email [advancementrequests@ejatc332.org](mailto:advancementrequests@ejatc332.org) to request it. A wage increase letter will be sent to the apprentice and the employer. Wage increase will be processed no less than 60 days between raises.

### **School Assignment**

The apprentice is required to attend school as assigned by the ETA-SV. School schedules may require day or evening classes **or** a combination of both. The apprentice shall address any personal circumstance that may inhibit their ability to attend as required. Employers are notified of any apprentice day school assignment.

### **Grading Policy**

Classroom instructors will submit semester grades to Foothill College based on the class grading policy. Instructors will report to the ETA-SV scores on the standardized tests. An apprentice who scores below 85% on a standardized test may be subject to up to 30 days off work. A student who fails to maintain the required 85% grade point average may be subject to discipline or cancellation of their apprenticeship agreement.

### **Test Makeup**

It is the responsibility of the apprentice to maintain an 85% grade point average. The ETA-SV will allow the retest of one failed test per semester. The apprentice must make arrangements with the instructor for any retest prior to the end of the semester when final grades are submitted to Foothill College. Maximum credit allotted for retests will be 85%.

### **Disciplinary Action May Be Taken By The ETA-SV For Any Infraction of the Following Rules.**

1. Failure to attend school as scheduled.
2. Scoring below 85% on a standardized test.
3. Scoring below 85% in a semester.
4. Failure to complete homework.
5. Failure to follow school policies.
6. Failure to maintain updated contact information.
7. Disciplinary problems in the classroom or on ETA-SV property.
8. Failure to maintain First Aid/CPR certification
9. Failure to maintain or turn in a Blue Book.
10. Failure to turn in a Tool List
11. Theft from the ETA-SV or from the Contractor’s job site.
12. Being under the influence of alcohol or drugs on ETA-SV or Contractor’s time/property.

13. Failure to perform the work on the job indicated by any below average or unsatisfactory rating on an employer evaluation.
14. Poor Attendance at Work.
15. Failure to appear or respond to notification.
16. Failure to immediately notify the ETA-SV when terminated by Contractor.
17. Failure to be available for Training Assignment when unemployed.
18. Failure to accept a Training Assignment.
19. Quitting a Training Assignment.
20. Working for any electrical contractor during a period of disciplinary suspension from the job.
21. Fighting, or any conduct that violates the Integrity Requirement outlined in these rules.

### **For Violations of Apprentices Standards or Rules and Regulations of ETA-SV Other Than Unexcused Absences**

**1<sup>st</sup> Violation** - 1 to 5 days off of work and/or wage advancement withheld or revoked for 30 days.

**2<sup>nd</sup> Violation** - 10 to 30 days off of work and/or wage advancement withheld or revoked for 60 days.

**3<sup>rd</sup> Violation** - Subject to cancellation of Apprenticeship Agreement.

The lesser discipline(s) need not be imposed before the greater discipline so long as the number of violations warrants the discipline(s) imposed. An egregious violation of the rules may also lead to a cancellation of the Apprenticeship Agreement.

### **Attendance Requirements**

For assurance that each indentured apprentice achieves a complete understanding and working knowledge of the electrical construction trade, it is required that each apprentice will attend all of the related educational instruction classes as programmed by the ETA-SV.

Night school classes will be from 5:00 pm to 8:00 pm on a regular school calendar year. Class calendars will be provided to each apprentice. If there are any changes in the days for whatever reason, the apprentices will be notified.

Day school classes will be from 7:30 am to 4:00 pm six (6) days four (4) weeks per semester. Day school classes are held year round. Calendars will provided to every apprentice. The ETA-SV will notify each apprentice and employer via email and postage 30 days prior to scheduled classes. It is the responsibility of each apprentice to maintain updated electronic and physical addresses at all times.

### **Online Classes**

Online delivered classes are intended for emergency purposes only and are not intended as a substitute for live classes. Absenteeism from a scheduled online class will be treated as such. Students are expected to participate and be present for the entire session. You must have your video/camera on so that the Instructor may see your face in order to be counted as present.

## **Vacations**

Apprentices SHALL NOT schedule vacations during required classroom related instruction sessions. Any absences for this reason will be automatically considered as an Unexcused Absence. Check with the office staff PRIOR to scheduling any vacations during Day School. Any apprentice who misses class for vacation will be brought before the ETA-SV Committee to show cause as to why they should not be suspended or have Apprenticeship Agreement cancelled.

## **Disciplinary Actions for Absences**

Absences are based on total hours of curriculum missed. Each three (3) hour block of curriculum missed is considered as one absence.

Example:       Missing one night school class (3hrs) = 1 absence  
                  Missing one day school class (8hrs) = 2 $\frac{2}{3}$  absence

### **A. ALL ABSENCES**

Curriculum hours must be made up for all absences, excused or unexcused.

For an absence to be considered EXCUSED, a “Request for Excused Absence” form must be completed and submitted to the ETA-SV office along with any documentation. An absence without proper documentation will not be considered as Excused, UNTIL that documentation is received by the office within 10 (ten) days of the absence. The apprentice shall be responsible for handing ALL documentation to the office. If the form is not submitted, the absence will be considered UNEXCUSED and the penalties noted below will be assessed where applicable.

All absences must be made up ON or BEFORE the following Saturday of the week missed, unless granted an extension by the Training Director’s office. Absences may be made up at an Apprentice class of the same or greater year, or Journeyman class.

Excused or unexcused absences that are not made up within the mandated timeframe will default into Unexcused, and subject to those penalties.

If a student has a total of four (4) excused or unexcused absences during a semester, the apprentice may be required to repeat the year upon review by the Committee.

Example of absences considered Excused by the Committee:

- a) Death in the immediate family,
- b) Illness documented by a doctor’s letter.
- c) Serious family problems.
- d) Birth of own children.



Example of absences considered Unexcused by the Committee:

- a) Inconvenience
- b) Vacations
- c) Social Commitments *i.e.* Weddings, Parties, etc.
- d) Any conflict over which the apprentice had control over scheduling.
- e) Lack of transportation
- f) Unaware of class schedule.

## **B. PENALTIES**

### UNEXCUSED ABSENCES

- 1 Unexcused Absence – One (1) day off of work, (made up at Day school, 8 hours each day)
- 2 Unexcused Absences – One (1) day off of work, (made up at Day school, 8 hours each day) and pay upgrade withheld or revoked for sixty (60) days.
- 3 Unexcused Absences - 5 days off of work (made-up at Day school, 8 hours each day) and pay upgrade withheld or revoked for ninety (90) days
- 4 Unexcused Absences - 10 days off of work (made-up at Day school, 8 hours each day) and pay upgrade withheld or revoked for ninety (90) days. Apprentice will be cited before the Committee and subject to repeat the semester or have Apprentice Agreement cancelled altogether.

The Committee need not impose the lesser discipline prior to the greater discipline so long as the number of unexcused absences satisfies the disciplinary action taken by the Committee. When an apprentice is given days off of work, the Apprentice shall be required to report to school to attend the ongoing day school classes or as directed by the Committee.

When an apprentice is off on disciplinary action, the regular nights or days of school shall be attended. However, if part of the disciplinary action includes suspension from school, the apprentice shall not be eligible to participate in training activities or job assignments.

## **C. TARDIES**

1. 3 Tardies = 1 Absence
2. Tardies over 1 hour = 1 Absence
3. Leaving at break = 1 Absence

**Integrity**

Indentured apprentices, who have qualified for the program, have been selected for certain qualities. Among those are: “a good moral character, integrity and maturity, in essence, a good citizen”.

Apprentices, who by their personal actions display a disregard for the above, could have their indenture papers canceled by the ETA-SV

The ETA-SV will not condone moonlighting, theft of material, use of drugs, or any violation of the law or the instructions, rules and regulations of this ETA-SV. All offenders will immediately be cited before the ETA-SV for disciplinary action.

**Leave of Absence**

An apprentice may request in writing for a leave of absence not to exceed one year. A leave of absence will only be granted once during the term of apprenticeship. Before a leave of absence is granted, the apprentice will appear before the ETA-SV Committee. The request shall state the reasons for the leave and secure the Committee’s approval. Apprentices failing to return from a leave of absence within the time granted will be dropped from the program. Only the Committee has the authority to grant or deny a Leave of Absence. An apprentice who misses class or work before their Leave of Absence is approved will be considered as Absent Without Leave and subject to disciplinary action. The Committee has the option of keeping an apprentice from attending classes while on a Leave of Absence for medical or personal reasons.

A leave of absence will not be granted to accept other employment.

For medical leave of absence, documentation must be received by the ETA-SV. To return from a medical leave of absence, an apprentice may be asked to appear before the ETA-SV or make a formal written request. A written medical release provided by a physician shall be submitted to the ETA-SV before the apprentice can resume school or work.

**Certificate of Completion**

In order to turn out as a Journeyman Wireman, an apprentice must complete 8000 OJT (on-the-job training) hours and attend at least 930 hours of related instruction.

Upon successful completion of the 8000 (eight thousand) work process hours and 10 (ten) semesters of related instruction, each apprentice will receive 2 (two) Certificates of Completion; one from the National Electrical Training Alliance and one from the State of California, Division of Apprenticeship Standards (DAS).

### **General Savings Clause**

It is the intent of the parties to establish apprenticeship standards which comply in all particulars with the requirements of Federal and State law, and in the event that any provisions of these Standards, the Rules and Regulations, or Instructions are finally held or determined to be illegal, or void as contravening any such laws, rules or regulations, nevertheless the remainder of the Standards, Rules and Regulations shall remain in full force and effect unless the parts affected are wholly inseparable from the remainder. If and when any provisions of the Standards, Rules and Regulations, or Instructions are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

### **POLICY REGARDING SUBSTANCE ABUSE**

The ETA-SV has provided an environment that is conducive to learning. Therefore, it is imperative that all students recognize that being under the influence of drugs or alcohol on ETA-SV property cannot and will not be tolerated. Any student found to be under the influence of drugs or alcohol will be subject to disciplinary action by the ETA-SV

To provide a drug-free workforce for the Electrical Construction Industry, the ETA-SV defers to the IBEW 332/NECA established Substance Abuse Policy. All training assignments made by the ETA-SV and dispatched through the IBEW will comply with the “*Drug Free Applicant Pool*” requirements as described in **IBEW Local 332 Referral Procedures**. For further information regarding drug screening, consult the IBEW 332/NECA Substance Abuse Testing Policy.

### **POLICY AGAINST SEXUAL HARRASSMENT**

#### **1. GENERAL**

The Electrical Training Alliance of Silicon Valley does not tolerate sexual harassment of any type. Sexual harassment is unlawful and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. The Committee expects committee employees, including instructors, employers who hire apprentice, and apprentices to treat each other with respect and dignity so as not to offend the sensibilities of the individual. Sexual harassment not only hurts the immediate victim, but other employees. Incidents of harassment can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined. The Committee therefore is committed to vigorously enforcing this policy against sexual harassment. ETA-SV employees or apprentices who engage in such conduct shall be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

#### **2. WHAT CONSTITUTES SEXUAL HARRASEMENT?**

Sexual harassment according to the Federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment;
- b. submission to, or rejection of, such conduct by an individual is used as the basis for training-related or employment-related decision affecting such individual; or
- c. such conduct has the purpose of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive teaching / working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as; touching, pinching, patting, sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

## **COMPLAINTS**

If an apprentice wishes to register a complaint, an appointment to appear before the ETA-SV may be made at the Training Director's office.

## **COMPLAINT PROCEDURE**

The Electrical Training Alliance of Silicon Valley desires for apprentices to feel comfortable raising any and all issues they may have with regard to their classroom or on-the-job training. This includes raising complaints with regard to discrimination and sexual harassment.

We have established the following procedure to assist apprentices in resolving such issues.

An apprentice who has reason to believe that he or she may be the victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability, may resolve the matter through the following process:

1. An apprentice alleging that he or she has suffered harassment or discrimination or would like assistance in determining whether or not he or she has been or is victim of harassment or discrimination should refer the complaint immediately to the Training Director. It is important to raise the complaints as soon as possible so that the training program has the ability to evaluate and take action on an immediate basis. Complaints may be made orally or in writing. Anyone who observes discrimination or sexual harassment is encouraged to report it. Complaints must be on file no later than 30 days after the alleged unlawful event or when an apprentice knew or should have known of the facts the incident involved.
2. Once a complaint has been filed, the Training Director will meet with the concerned individual to understand the nature of the complaint and conduct a fact-finding investigation

of the complaint. The Training Director or his designee will meet with the complainant and all persons involved including any witness and review of documents which are relevant.

3. If the complaint involves an employee of the Training Committee and if the investigation concludes that there are meritorious and credible facts to support the complaint, the Training Committee will take appropriate disciplinary action which may include a warning, reprimand, suspension and dismissal.
4. If the complaint involves conduct at the apprentice's workplace, and after a full investigation has concluded with facts supporting the basis for the complaint, the Training Committee will intercede to determine an appropriate resolution with the employer in question and the apprentice in question to attempt to reach a mutually satisfactory resolution.
5. If there are persistent complaints or complaints are not corrected by an employer, the Committee can temporarily suspend an employer's ability to continue training apprentices or disqualify said employer from training apprentices in the future.
6. The Training Committee shall complete its investigation within 90 days of any complaint which has not been resolved satisfactorily under item 4 above and shall issue a written statement of findings. The investigation shall be documented in writing. A copy of the written statement of findings shall be provided to the complainant within 30 days.

### APPEAL RIGHTS

If the apprentice is not satisfied with the results of any final actions by the Training Director, he or she may appeal the Director's action to the Board of Trustees of the Electrical Training Alliance of Silicon Valley Fund. A written appeal should be filed along with a request for a hearing before the Board of Trustees on the matter. Said request for appeal should be filed within 30 days of any final action by the Training Director.

The Board of Trustees may review the appeal and any and all results of the investigation including any further information or witnesses the apprentice wishes to present to make a final written decision on the appeal within 60 days. An apprentice may further appeal any findings by the ETA-SV to Foothill-De Anza Community College District, Dean of Student Affairs and Activities, Don Dorsey.

This complaint procedure is intended to assist resolving internal concerns and issues raised by apprentices with regard to their classroom and on-the-job training. This procedure does not supersede or take the place of the apprentice's rights to file actions before other State and Federal agencies and/or grievances with the Local Union with regard to employment issues.